

MEMORANDUM FOR: All NOAA Employees

FROM: Eduardo J. Ribas
Director for Workforce Management

SUBJECT: Announcing the 2006 NRAP Call for Applications

I am pleased to announce the 2006 NOAA Rotational Assignment Program (NRAP) Call for Applications. This program is a learning and knowledge management component of NOAA's Strategic Human Capital Management Plan.

Over 120 agency-wide NRAP rotational assignments have been posted for which employees may now apply. All applications must be submitted by COB Wednesday, June 14, 2006, using the online application process located on the NRAP website at <http://oceanservice.noaa.gov/nrap>. Once you submit your application online, you will receive email confirmation that your application was received. Your supervisor will be copied on that email.

On the NRAP website you can:

- View all NRAP rotational assignments at one time, or search for specific assignments submitted by a NOAA Line or Corporate Office (LO/CO) or by a job category;
- Apply online for up to 3 rotational assignments using only one application form, and list the priority order (1, 2 or 3) for the assignments you select; and
- Obtain answers to commonly asked questions concerning the NRAP program.

NRAP offers employees the opportunity to compete for short-term (typically 3-6 months) rotational assignments in their current office or a different LO/CO. Some assignments are offered to employees who reside within a specific local geographic area, while other assignments are offered to employees NOAA-wide. All travel-related expenses for NOAA-wide opportunities are the responsibility of the host offices.

For more details, refer to the 2006 NRAP INFORMATION listing at the end of this email. If you have questions, please contact your LO/CO NRAP Coordinator below. You may also contact the Acting NRAP Program Manager, Shirley Miller, at NRAP.ProgramManager@noaa.gov.

The 2006 LO/CO NRAP Coordinators are:

NESDIS	Cindy Pawlish	cynthia.pawlish@noaa.gov
NMAO	Jeanne Kouhestani	jeanne.g.kouhestani@noaa.gov
NMFS	Annette Stern	annette.r.stern@noaa.gov
NOS	Ruth Moore	ruth.moore@noaa.gov
NWS	Denise Hamilton	denise.hamilton@noaa.gov
OAR	Tyra Brown	tyra.brown@noaa.gov
PPI	Todd Stiles	todd.c.stiles@noaa.gov
Corporate Offices	Jacqueline Barnes	jacquelyn.barnes@noaa.gov

I encourage you to consider applying for an NRAP opportunity. This agency-wide employee development program can be of great benefit to you, as well as to NOAA.

Thank you.
Eduardo J. Ribas

2006 NRAP INFORMATION

PURPOSE: To provide NOAA employees rotational assignment opportunities to gain knowledge, broaden skills, and enhance professional growth.

ELIGIBILITY: Open to all permanent, civilian, NOAA federal employees including general schedule, pay band, wage grade and wage marine. Employees must be full-time, willing to accept assignments that may require temporary mobility, and have a “meets or exceeds expectations” (or equivalent) rating during their last performance review.

ASSIGNMENTS: NOAA Line and Corporate Offices submit rotational assignments approved by their LO/CO management. Assignments may be in any occupational category and at any level (or range) of responsibility (e.g., GS11 – GS13). Assignment length is decided by the host and home offices and is typically 3 to 6 months. An NRAP assignment may not exceed 12 months total, including any extensions.

ADMINISTRATION: NRAP is managed by the NOAA Workforce Management Office (WFMO) with assistance from LO/CO NRAP Coordinators.

PROCESS:

Applicants apply online for assignments submitted by any LO/CO. Applicants may apply to an assignment, even if their grade is not within the level (or range) of responsibility (e.g., GS11 – GS13) of the NRAP assignment.

Once an assignment is submitted, the applicant and their supervisor are sent a confirmation email.

Applications are processed, selections are made, and applicants are notified as to whether or not they were selected for a given assignment.

The host office supervisor, the home office supervisor, and the applicant decide on a start and end date for the assignment.

Participant completes the assignment. Both the participant and the host office provide program evaluations to their LO/CO NRAP Program Coordinator.

RESPONSIBILITIES:

The participant's home office must ensure coverage of the participant's position while they are on assignment. Home offices will continue to be responsible for participant's time and attendance and for paying their salary.

The host office must work with the participant to ensure a worthwhile experience. The host office is also responsible for any travel expenses related to the assignment.

The participant is responsible for completing the assignment, unless unusual circumstances arise.